

# HGFA ASN Monthly Meeting Agenda

## 15<sup>th</sup> December 2009 at 9pm (EST)

### Key Points:

1. **Welcome and meeting introduction**
2. **Update from HGFA**
  - It is requested that HGFA provide an overview of any relevant activities, meetings, task completions and initiatives that have occurred since the ASN Rep Training Course (SMS).
3. **Network Update**
  - The ASN staff will provide an overview of any relevant activities, initiatives, etc that have occurred in the previous month, as well as a brief overview of future Network plans.
4. **SMS Framework Document**
  - Discussion of progression on SMS Framework document (HGFA Reps may be able to assist with this, as they worked on this document during the SMS training course)
5. **Online Reporting Systems**
  - Discussion of options for online reporting systems, and the determination of HGFA's requirements for online reporting.
6. **Priority of focus for next few months (Activity Plan)**
  - This will include a discussion about what the Activity Plan is, how it can be used, as well as confirming dates for the following month, and any changes that may need to be made to the Activity Plan.
  - It is requested that both the HGFA Reps and the ASN staff have the forwarded Activity Plan readily available for review.

## Attachments

- HGFA Activity Plan (as at December 2009)
- ASN Introductory Brochure